

3.14 Hours of Work

Academic Staff

The hours of work of a member of staff are not specified. Academic staff are required to work for such periods as are necessary to carry out the duties of the post.

Academic Related Staff / Research Staff

35 Hours per week; staff are normally expected to be in attendance during the University's normal hours of work.

Clerical & Library Staff

(1) The normal working week should comprise 36.5 hours

(2) Normal hours of work:

Monday – Thursday	8.45 am – 5.00 pm
Friday	8.45 am – 4.00 pm

Lunch break of 45 minutes to be taken between 12.00 noon and 2.00 pm with provision made for office cover.

Technical and Computer Staff

(1) The normal working week should comprise 37 hours

(2) Normal hours of work:

Monday – Thursday	8.45 am – 5.00 pm
Friday	8.45 am – 4.30 pm

Lunch break of 45 minutes to be taken between 12.00 noon and 2.00 pm.

Security Staff

Provide 24 hour cover Monday – Sunday inclusive on the basis of a 38 hour week

Crafts Staff

Normal hours of work; 38 hours per week

Monday – Thursday	8.30 am – 5.00 pm
Friday	8.30 am – 3.00 pm

Manual Staff

The majority of manual staff work 38 hours per week

Monday – Thursday	8.00 am – 4.30 pm
Friday	8.00 am – 3.30 pm

